

Quicken Download Information

Quicken users: You can automatically download Citizens Trust Bank account transactions into Quicken.

How to download from Citizens Trust Bank Online Banking into Quicken:

You can download transactions from your checking and savings accounts to use with Quicken 2010 and newer versions. There are two (2) options to download transaction within Online Banking.

To download transactions from the Export Transaction tab:

1. Logon to your Citizens Trust Bank Online Banking account.
2. Go to the **Accounts Tab** and select the account you would like to download information from.
3. Go to the **Transactions Tab**:
 - Select **Export Transactions**.
 - Select the transaction **Cycle** or enter the **Date range**.
 - Select the **Export Format** (software) you have installed.
 - Select **Export**.
 - From the **File Download** dialog box >Select **Open** your software will open and update your account.
 - **One Step Update Summary** dialog will appear confirming the download.
 - Select **Close**.

To download transactions from the All Transactions Tab:

1. Logon to your Citizens Trust Bank Online Banking account.
2. Go to the **Accounts Tab** and select the account you would like to download information from.
3. Go to the **Transactions Tab**:
 - Select **All Transactions**.
 - Select **Cycle** or **Date range**.
 - Select **Activity Details**.
 - **Activity Details Select All**.
 - Select **Export Selected**.
 - **Export Format**> Select the export format software format software you have installed.
 - Select **Download Export**.
 - From the **File Download** dialog box> Select **Open** your software will open and update your account.
 - **One Step Update Summary** dialog will appear confirming the download.
 - Select **Close**.